



## CALIFORNIA PUBLIC UTILITIES COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA PUBLIC UTILITIES COMMISSION	<b>RELEASE DATE:</b>	Friday, January 9, 2009
<b>POSITION TITLE:</b>	CEA III - DEPUTY DIRECTOR, DIVISION OF RATEPAYER ADVOCATES	<b>FINAL FILING DATE:</b>	Friday, January 23, 2009 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	Friday, February 13, 2009
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	01092009_5

### POSITION DESCRIPTION

Under the general direction of the Director, Division of Ratepayer Advocates (DRA), in consultation with the co-Deputy Director, Chief Counsel, and Policy Advisor, the Deputy Director shall assist and guide the Division to best represent consumers and subscribers of Communications and Water public utilities. The Deputy Director selected will oversee the Communications Policy Branch and the Water Branch, while the co-Deputy Director will oversee the Electricity Planning and Policy Branch, the Electricity Pricing and Customer Programs Branch, and the Energy Cost of Service and Natural Gas Branch. Both Deputy Directors share responsibilities for various Division administrative functions. The Deputy Director shall do the following:

- Plan, organize, direct, and oversee the management of the Division's analytic and advocacy work;
- Develop and oversee implementation of Division policies and advocacy strategies to ensure consistency with the Division's enabling statute and mission and compliance with CPUC rules of practice and procedures;
- Initiate processes to ensure quality control of Division work product and ensure that policies and advocacy positions are consistent and non-contradictory;
- Oversee the program management of two or more program areas (Branches) and have or acquire general knowledge of all program areas covered by the Division;
- Coordinate program area work within and among Division Branches;
- Develop and implement policies and processes regarding DRA participation in CPUC proceedings, assignment of cases, and positions taken in proceedings;
- Participate with DRA's Legislative Director, Policy Advisor, and program area management regarding proposed legislative initiatives with impact to consumers in order to coordinate the gathering and submittal of information requested by legislators and other government officials.

To ensure efficient operations and effective administrative functioning of the Division and the development and implementation of its strategic planning efforts, the Deputy Director shall do the following:

- Develop and implement strategies for the efficient administration of Division organization and work practices;
- Develop and implement processes to coordinate and manage the

Division budget; • Identify, recommend, and coordinate staff training opportunities; • Develop initiatives for, and manage employee selection, recruitment and other personnel matters; • Contribute to the maintenance of accurate and useful website content; • Contribute to the development, implementation, and coordination of Division press/media policy, including interviews and press releases; • Be an emissary for and represent the Division at internal and outside meetings, conferences and other appropriate functions with or in the absence of the Director.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches;

analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Candidates should have managerial and administrative experience requiring responsibility for a major program; some familiarity with the operation of a utility or regulatory agency; and knowledge of policies, procedures and processes of the California Public Utilities Commission or other regulatory agencies. It is highly desirable that the candidate have a strong substantive background in Communications and/or Water issues, both policy and technical. Candidates must have strong leadership skills, professional integrity, the ability to motivate professional employees, and exceptional communication skills. Candidates must be able to analyze complex situations and information and distill them into understandable, concise, and persuasive arguments or points; and have the ability to serve effectively as the Division's representative in public forums, including the California State Legislature and other agencies of government on matters relating to Division policy and administration.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA III - DEPUTY DIRECTOR, DIVISION OF RATEPAYER ADVOCATES**, with the **CALIFORNIA PUBLIC UTILITIES COMMISSION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of a Statement of Qualifications weighted pass/fail and an interview weighted 100%. Only those candidates who receive a passing score on their Statement of

Qualifications will be scheduled for the interview. In order to obtain a position on the eligibility list, a candidate must attain a minimum rating of 70%. Candidates will be notified in writing of their examination results. The eligibility list resulting from this examination will be used only to fill this position. Results from this examination will not be used to fill any other CEA positions or future vacancies for this position.

Your "Statement of Qualifications" should be a response to the following question:

"How do your knowledge, skills, experience and vision demonstrate your ability to promote and advance the mission, vision, and statutory obligations of DRA through both (i) policy development and implementation and (ii) management practices?"

For your reference, DRA's mission, vision, and statutory statements are:

**DRA Mission:** To obtain the lowest possible rate for service consistent with reliable and safe service levels. In fulfilling this goal, DRA advocates for customer and environmental protections.

**DRA Vision:** The voice of consumers, making a difference.

**Statutory Requirement:** Section 309.5 (a) of the Public Utilities Code: "There is within the commission a Division of Ratepayer Advocates to represent and advocate on behalf of the interests of public utility customers and subscribers within the jurisdiction of the commission. The goal of the division shall be to obtain the lowest possible rate for service consistent with reliable and safe service levels. For revenue allocation and rate design matters, the division shall primarily consider the interests of residential and small commercial customers..."

You will be rated on your knowledge, skills, experience and vision as well as your written communication skills. It will be scored on a pass/fail basis. Failure to complete the SOQ will result in automatic withdrawal from the examination process. Successful candidates will be invited to move on to the interview portion of the exam.

## **FILING INSTRUCTIONS**

Interested applicants must apply online at: <http://www.cpuc.ca.gov/PUC/jobs/>

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not to exceed three (3) pages (format: single spaced, Times New Roman, 12 pt.). If your statement exceeds 3 pages, only the first three pages will be evaluated.

**Applications must be submitted by the final filing date to:**

CALIFORNIA PUBLIC UTILITIES COMMISSION, HUMAN RESOURCES  
ONLINE EMPLOYMENT CENTER, WEBSITE, -- --  
-- -- | (800) 555-7809 | [onlineapp@cpuc.ca.gov](mailto:onlineapp@cpuc.ca.gov)

## **ADDITIONAL INFORMATION**

Questions concerning this position should be directed to Dana Appling, Director, Division of

Ratepayer Advocates, at 415-703-2544 or e-mail at [DSA@cpuc.ca.gov](mailto:DSA@cpuc.ca.gov).

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PUBLIC UTILITIES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>